City of Lafayette Staff Report

For:	City Council
	Redevelopment Agency Board
By:	Sarah Allen, Planning Intern
	Michael Cass, Planning Technician
Date Written:	January 8, 2008
Meeting Date:	January 28, 2008
Subject:	Station Area Planning Program Grant Application

Background

On November 15, 2007, Association of Bay Area Governments' Executive Board unanimously approved the Lafayette Redevelopment Area as a planned Priority Development Area ("PDA"). The Association of Bay Area Governments ("ABAG") and Metropolitan Transportation Commission ("MTC") presented the $7.5 million Station Area Planning Program ("SAPP"), as the first of several grant opportunities for PDAs. The SAPP is an initiative to finance planning efforts that will result in land use plans and policies that increase transit ridership around public transit hubs and bus and rail corridors in the nine-county San Francisco Bay Area. The key goals of the program are to:

1. Boost transit ridership and reduce vehicle miles traveled (VMT) by station area residents, employees and visitors;
2. Increase walking, bicycling, carpooling, car-sharing, local transit and other transportation options for residents, employees and visitors within the station area;
3. Increase the housing supply within station areas, particularly affordable housing for low-income residents;
4. Increase jobs in station areas and provide access to jobs elsewhere along transit corridors; and
5. Locate key services and retail within station areas.

In addition to the key goals of the program, station area plans funded under the program should address: a significant public outreach and community involvement process, analyses of housing and levels of affordability, land-use alternatives in relation to market demand, analyses of parking and public transportation, ADA accessibility, pedestrian friendly design standards, and an achievable implementation plan. Staff believes the Downtown Strategic Plan ("the Plan") satisfies all of these criteria and recommends that the City apply for available funding to be utilized for the preparation of environmental documents associated with the Plan.

SAPP applications are due by February 29, 2008. The Plan must be completed between 18 and 30 months from execution of the funding agreement.

Fiscal Impact

A total of $7.5 million has been allocated to the program in FY2007-08, with planning grants between $100,000 and $750,000 available for localized planning efforts, such as preparation of environmental review documents or creation of specific plan elements. A local match of 20 percent of the total project

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budget is required and must be provided as a cash match. Previously allocated funds do not qualify towards the 20 percent required match.

Wallace Roberts & Todd ("WRT"), the Downtown Strategy consulting firm, prepared the attached estimate for the preparation of environmental documents. WRT estimated that the preparation of environmental documents will cost a minimum of $81,180. After consultation with Community Development Director Ann Merideth, staff believes that this estimate from last spring may be out-of – date and conservative based on the Strategy work done since then, and recommends that the City request a maximum of $200,000, indicating that a commitment by the RDA of approximately $40,000 is required.

Staff Recommendation

Adopt RDA Resolution R2008-01, directing staff to submit a Station Area Planning Program application, requesting funding for the preparation of the environmental documents associated with the Downtown Strategic Plan, demonstrating support for participation in SAPP, and committing a minimum 20 percent local match.

Attachments

A. Redevelopment Agency Resolution R2008-01
B. Station Area Planning Program Application and Program Guidelines
C. WRT Estimate for Preparation of Environmental Review Documents

BEFORE THE REDEVELOPMENT AGENCY OF THE CITY OF LAFAYETTE

In the matter of:

AUTHORIZING THE FILING OF AN APPLICATION FOR STATION AREA PLANNING PROGRAM FUNDING THROUGH THE ASSOCIATION OF BAY AREA GOVERNMENTS AND THE METROPOLITAN TRANSPORTATION COMMISSION, FOR THE ENVIRONMENTAL DOCUMENTS ASSOCIATED WITH THE DOWNTOWN STRATEGIC PLAN AND COMMITTING THE ASSURANCE OF THE CITY OF LAFAYETTE TO COMPLETE THIS PROJECT	)	Resolution No. R2008-01

WHEREAS, the Association of Bay Area Governments ("ABAG") and the Metropolitan Transportation Commission ("MTC") allocated $7.5 million in planning grants for the Station Area Planning Program in Fiscal Year 2007/2008 for the Station Area Planning Program ("SAPP").

WHEREAS, the goals of SAPP are to boost transit ridership and reduce vehicle miles traveled by station area residents, employees and visitors; increase walking, bicycling, carpooling, car-sharing, local transit and other options for residents, employees and visitors; increase the housing supply within station areas, particularly affordable housing for low-income residents; increase jobs in station areas and provide access to jobs elsewhere along transit corridors; and locate key services and retail within station areas.

WHEREAS, areas that have applied and been approved as planned or potential Priority Development Areas ("PDA") to the multi-agency FOCUS program are eligible to apply for SAPP funding.

WHEREAS, planning activities eligible for funding include specific plans and environmental documents.

WHEREAS, Station Area Plans should address the Station Area Planning Principals outlined within the *Station Area Planning Manual.*

WHEREAS, Station Area Plans must be completed between 18 and 30 months from execution of the funding agreement.

WHEREAS, the Lafayette Redevelopment Agency ("RDA") commits to a local cash match of 20 percent of the total project budget.

WHEREAS, the sponsor understands that the SAPP funding is fixed at the requested amount, and therefore any cost increase cannot be expected to be funded with SAPP funds.

WHEREAS, the City of Lafayette ("the City") and the RDA are eligible and willing applicants for SAPP funding.

WHEREAS, the City and the RDA will submit a grant application to ABAG and MTC to fund the preparation of environmental documents associated with the Downtown Strategic Plan ("the Plan").

NOW, THEREFORE, BE IT RESOLVED THAT:

Section 1 The Lafayette City Council and the Lafayette Redevelopment Agency Board authorize the City and the RDA to execute and file an application requesting funding up to $200,000.00 through SAPP for the environmental documents associated with the Plan.

Section 2 The Lafayette City Council and Lafayette Redevelopment Agency Board by adopting this resolution do hereby state that the RDA will provide local matching funds of 20 percent of the total project cost.

Section 3 The City Clerk or staff representative will transmit a copy of this resolution to ABAG and MTC.

Section 4 The City is an eligible and willing applicant of funds available through SAPP.

Section 7 There is no known legal impediment to the City making an application for funding under SAPP.

PASSED AND ADOPTED by the City Council and the Redevelopment Agency Board of the City of Lafayette at a regular meeting held on the 28th day of January, 2008, by the following vote to wit:

AYES:
NOES:
ABSTAIN:
ABSENT:

APPROVED: ATTEST:

Mike Anderson, Mayor and Board Chair

Joanne Robbins, City Clerk

ABAG

Metropolitan Transportation Commission
Association of Bay Area Governments

Station Area Planning Program
CYCLE TWO: FY07/08
PROGRAM GUIDELINES

Program Description

The Station Area Planning Program is an initiative to finance planning efforts that will result in land use plans and policies that increase transit ridership around public transit hubs and bus and rail corridors in the nine-county San Francisco Bay Area. The key goals of this program are to:

(1) boost transit ridership and reduce vehicle miles traveled (VMT) by station area residents, employees and visitors
(2) increase walking, bicycling, carpooling, carsharing, local transit and other transportation options for residents, employees and visitors within the station area
(3) increase the housing supply within station areas, particularly affordable housing for low-income residents
(4) increase jobs in station areas and provide access to jobs elsewhere along transit corridors, and
(5) locate key services and retail within station areas

Grantees successful in securing funding under Cycle Two of the Station Area Planning Program will enter into funding agreements with MTC in early summer 2008. The overall program, however, will be jointly managed by both MTC and ABAG.

Who Can Apply?

Local governments (cities and counties) can apply for station area planning funding. Plans are expected to encompass a half-mile radius around an existing or future transit station or bus corridor. Grants will be awarded on a competitive basis to areas eligible in the two categories outlined below. Local governments must partner with the transit providers serving the station area and the relevant county congestion management agency in order to receive funding. Partnerships with local non-profit groups and community-based organizations are also strongly encouraged. In this FY07/08 cycle of Station Area Planning Program grants, applicants will be limited to:

- Station areas in the following transit extension projects identified under MTC's Resolution 3434 that do not currently meet MTC's TOD policy for minimum housing thresholds: (1) BART east Contra Costa rail extension (eBART); (2) BART downtown Fremont to San Jose/Santa Clara extension (SVRT); (3) Sonoma-Marin Rail corridor (SMART); (4) Dumbarton Rail corridor, and (5) potential terminals for ferry service expansion by the Water Transit Authority.

- Areas that have applied and been approved as planned or potential Priority Development Areas (PDAs) to the multi-agency FOCUS program.

Priority for this 07/08 cycle of funding will be given to station areas along the five Resolution 3434 corridors noted above.

How Much Funding is Available?

MTC has allocated $7.5 million in planning grants for the Station Area Planning Program in FY2007-08 to fund station area plans. A minimum of $100,000 and a maximum of $750,000 is available per grant. A local match of 20 percent of the total project budget is required and must be provided as a cash match.

Eligible Planning Activities:
The Station Area Planning Program will provide financial support for planning processes that seek to increase transit ridership by maximizing the development potential around current or future transit stations or corridors. Planning processes that have the greatest potential for resulting in real land use policy changes and new development will be the most competitive.

Specific plans—or an equivalent—are preferred due to the ability to conduct programmatic or project-level Environmental Impact Reports (EIRs) on the plan in order to facilitate the development process. Additional types of plans and processes are also eligible for program funding including, but not limited to, precise plans, transit overlay zoning, zoning amendments, environmental impact reports for recently completed specific plans, market analyses, and form-based codes. EIRs are strongly recommended but not required as part of the proposed planning process. There must, however, be a strong implementation component for any planning process funded under this program, including agreement by the local jurisdiction to formally adopt or accept the completed Station Area Plan.

Focus of Planning Activities:
Station Area Plans funded under this program should address the Station Area Planning Principles outlined in the *Station Area Planning Manual*. At a minimum, plans should include the following components unless applicants can demonstrate existing policies or programs are in place that address any individual element:

(1) a significant public outreach and community involvement process targeting traditionally under-served populations
(2) a market demand analysis for housing at all levels of affordability, jobs and retail in the station area
(3) the development of several detailed land use alternatives based in part on the results of the market demand analysis
(4) a parking demand analysis to assess parking demand and management strategies appropriate for a station area – both at the station and for surrounding commercial and residential properties
(5) a station access and connectivity plan
(6) a housing strategy that promotes housing that will be affordable to low-income residents and attempts to minimize the displacement of existing residents
(7) an accessibility plan for people with disabilities that ensures fully accessible transit stations, accessible paths of travel between the stations and surrounding areas, and visitable and habitable housing units where feasible
(8) an infrastructure development and financing plan
(9) pedestrian-friendly design standards for streets, buildings and open space
(10) an implementation plan to ensure that the Station Area Plan will be adopted and all necessary supporting policies, zoning, and programs will be updated.

If a city only needs assistance with select planning elements, the applicant should outline the needs and explain how the remaining planning elements outlined above have already been satisfied. More details on each of these planning elements can be found in the Station Area Planning Program application and in the *Station Area Planning Manual*.

Station Area Plans must be completed within 18-30 months from completion of the funding agreement with the applicant.

Evaluation Criteria & Application Process

PART ONE: SCREENING CRITERIA

(a) Station Area is part of a transit corridor identified in Resolution 3434 or has been accepted as either a planned or potential Priority Development Area (PDA) under the FOCUS program.
(b) Applicant is partnering with relevant local transit providers serving station area.
(c) Applicant has committed minimum local match amount.
(d) Resolution from City Council supporting *EITHER*
    a. the proposed planning process for Resolution 3434 station areas *OR*
    b. the area as a Priority Development Area under the FOCUS program (due April 30, 2008).
(e) Application is complete and responsive.

PART TWO: EVALUATION CRITERIA (100 POINTS TOTAL)

1. Project Impact (30 points)

(a) Potential for Station Area Plan to boost transit ridership, increase transportation options, increase the housing supply within the station area, particularly affordable housing for low-income residents, increase employment in the station area and provide access to jobs elsewhere along the transit corridor, and locate key services and retail within the station area.
(b) Potential for Station Area Plan to provide planning assistance for a low-income area or community of concern (as defined by MTC through the Lifeline Transportation Program).
(c) Potential for Station Area Plan to meet or exceed Placetype guidelines proposed in the *Station Area Planning Manual*.

2. Existing Policies (10 points)

(a) Jurisdiction has demonstrated a commitment to provide more housing and transportation choices. This commitment is largely demonstrated through existing policies, including innovative parking policies, TOD zoning, transportation demand management strategies, existing citywide affordable housing policies such as inclusionary zoning, supportive general plan policies, sustainability policies, including green building policies and alternative energy policies, etc.

3. Planning Process (25 points)

(a) Potential for Station Area Plan to address Station Area Planning Principles in the *Station Area Planning Manual*. Narrative includes strategic approach to the Planning Elements described in Section 6 of the application. If Planning Elements will not be included in plan, applicant has demonstrated that policies, programs or analyses already exist that satisfy the intent of each element.

4. Local Commitment (20 points)

(a) Planning process is ready to go and will proceed shortly after approval of station area planning grant. City is prepared to see the plan through to implementation.
(b) Demonstration of community support for planning process (public involvement to date, letters of support, etc.).
(c) Developers and major property owners are supportive and will be part of the proposed planning process

5. Implementation (15 points)

(a) Plan is intended for adoption by City Council or Board of Supervisors and will result in tangible policy changes including a general plan amendment and zoning changes if necessary.
(b) Jurisdiction has plans to ensure that development proposals conform to both the plan and community expectations

PART THREE: APPLICATION PROCESS

Step 1: A Call for Applications is issued in late 2007. Applications are due February 29, 2008 (though local resolutions of support may be submitted up until March 28, 2008).

Step 2: Applicants are evaluated using the criteria outlined above. The applications will be evaluated by representatives of ABAG, BCDC, MTC, the Bay Area Air Quality Management District and other stakeholders. Station Area Plans in the five Resolution 3434 corridors noted above will receive priority for the FY07-08 cycle of funding, though Priority Development Areas are encouraged to submit applications and strong candidates will likely be funded given the available pool of funding. *Staff reserve the right to screen applications from further review by the evaluation panel if the proposals are incomplete or non-responsive to key elements of the program.*

Step 3: Based on the final recommendations of the evaluation team, and funding availability of the overall program, MTC's Executive Director will make a final funding recommendation to the Commission in April 2008.

Step 4: Following the Commission's approval, grant recipients will enter into a funding agreement with MTC and proceed. Station Area Plans must be completed within 18-30 months from execution of the funding agreement. Planning funds not invoiced within 30 months will revert to the planning program.

Applications for funding under the Station Area Planning Program must be submitted in electronic format only. Submission instructions will be posted on the websites of MTC and ABAG in January 2008.

ABAG

STATION AREA PLANNING PROGRAM – FY07/08
Application for Funding

Please review the program criteria for more information on the application and review process.

Part 1 - GENERAL INFORMATION	
a. Lead Applicant (City/County)	
b. Partner Transit Agency	
c. Station Area/ Project Location	
d. Contact Info for Lead Applicant (City/County)	
e. Contact Info for Transit Agency	
f. Other Transit Agencies Serving Station Area	
g. Local Stakeholder and Community Partners (attached letters of recommendation if applicable)	
h. Station Area Plan Identified Placetype(s)	
i. Total Project Budget	
j. Total Grant Request from MTC	
k. Local Match (cash) 20% required	
l. Source of Local Matching Funds	
m. In-Kind local match	

Part 2 - TYPE OF PLANNING ACTIVITY (check all that apply)	
a. ☐ Specific Plan ☐ Zoning Amendment ☐ Program-Level Environmental Impact Report (EIR) ☐ Project-Level Environmental Impact Report (EIR) ☐ Other (describe in narrative below)	☐ Precise Plan ☐ Form-Based Code
b. Anticipated Start Date[1]:	c. Anticipated End Date:

[1] Funding agreements will be ready Summer 2008

Part 3 - STATION AREA INFORMATION (For Half Mile Radius Around Station)		
	CURRENT CONDITIONS*	FUTURE GOAL
a. Types of Zoning in Station Area		
b. Total Population (Best Estimate)		
c. Total Households (Best Estimate)		
d. Total Jobs (Best Estimate)		
e. Available Transit Service(s)		

* please provide source for current conditions

Part 4 - ADDITIONAL INFORMATION		
	Yes	No
a. Is the request for this planning grant to augment an existing planning effort that is already partially funded?	☐	☐
b. If you answered yes to (a), has a consultant already been hired to assist in the development of the plan?	☐	☐
c. Is the station area currently recognized as a transit station in the General Plan?	☐	☐
d. Have other plans (any targeted planning efforts including specific plans, precise plans, area plans, concept plans) been developed within the last 15 years that cover the station area? Note: If yes, please attach list of individual planning efforts and date completed	☐	☐
e. Will the plan be formally adopted by the city council or Board of Supervisors?	☐	☐
f. Is the station area within the boundaries of a redevelopment area?	☐	☐
g. Does the property owned by the transit agency represent part of the development potential for the station area?	☐	☐

Part 5 –NARRATIVE

Attach a no more than four page (8½ x 11 paper – single spaced) narrative to your proposal that addresses all of **the following questions and provides any other relevant information.**

1. Introduction/Vision

- What is the vision for the station area?
- Which Place Type(s)in the *Station Area Planning Manual* seems most appropriate for your station area and why?
- What type of plan or study will be developed and why (e.g. specific plan, precise plan)? Will the planning process include a project-level or programmatic EIR and/or revisions and updates to zoning codes, etc.?

If specific plans or other similar plans have been prepared for the station area in the past, explain reason for updating plans and how the previous plan was implemented. (Please attach a list of all planning efforts and documents that have been developed for any portions of the station area within the last 15 years. Include dates completed).

2. Existing Policies

- Describe any existing local policies that are already in place that will help provide more housing and transportation choices in the station area, including innovative parking policies, transportation demand management strategies, pedestrian-oriented design standards, multimodal transportation level of service standards or performance measures existing affordable housing policies such as inclusionary zoning, general plan designation or policies, etc.

3. Proposed Planning Elements

- Briefly describe how each of the planning elements in Part 6 will be addressed as part of the Station Area Plan. Note why any elements would not be included in the station area plan based on existing plans and policies.

4. Project Readiness/Local Commitment to the Plan and Implementation

- Are there currently development proposals for -- or developers interested in -- the station area? If yes, describe proposals and schedule.
- Are there any major property owners included in the planning area and will they be part of the planning process? (if so please name specific stakeholders and note the properties they own).

5. Implementation

- How will your jurisdiction ensure that policies established in the plan are supported and enacted? Does the city/county council plan to adopt the plan? Adopt the EIR and new zoning?
- How will your jurisdiction ensure that development proposals conform to both the plan and community expectations?

Part 6 – PLANNING ELEMENTS		
	To be included in plan?	
	Yes	No
1. Community Involvement Strategy Description: An outline describing the outreach strategy used in the plan, including all public meetings, notices, charettes, and other outreach tools for the plan, with special attention paid to effective methods towards involving community groups and minority, low-income, youth, renter, and non-English speaking populations.	☐	☐
2. Market Demand Analysis Description: An analysis of the future market demand for higher density-housing at all levels of affordability, retail, commercial and industrial (if appropriate) uses.	☐	☐
3. Land Use Alternatives Description: Development of several land use scenarios based on the market demand analysis for the area, their impacts upon the existing community and neighboring land uses, the feasibility of instituting each alternative, and the selection of a preferred development scenario. Should include analysis of potentially incompatible land uses and resulting exposure issues.	☐	☐
4. Parking Demand Analysis Description: A thorough analysis of existing and future parking demand – both at the station and throughout the station area in residential and commercial areas - and an analysis of innovative TOD-oriented parking strategies for local adoption based on MTC's Parking Toolkit.	☐	☐
5. Station Access & Connectivity Plan Description: Strategies for improving bus access to rail stations and ferry terminals and frequency of feeder services (in consultation with transit providers) as well as pedestrian, bicycle and auto access and safety. Multi-modal connections between the transit stations and surrounding neighborhoods should be emphasized.	☐	☐

6. Affordable Housing Strategy Description: An analysis of existing housing stock and policies and how well they provide a range of housing choices, both in type and affordability. Strategies (including land use policies, other policies and programs) to meet affordable housing goals, provide housing affordable to low-income residents and minimize impacts to existing residents during implementation of the plan.	☐	☐
7. Accessibility Plan Description: An accessibility plan for people with disabilities that ensures fully accessible transit stations, accessible paths of travel between the stations and surrounding areas, and visitable and habitable housing units adjacent to the station where feasible.	☐	☐
8. Infrastructure Development & Financing Strategy Description: An analysis of current and future public infrastructure needed in the station area (including schools, libraries, parks, sewers and other facilities) to serve the existing and future needs of the anticipated population. Financing strategies should propose specific mechanisms to fund necessary improvements, expansions, and maintenance of existing services.	☐	☐
9. Pedestrian-Friendly Design Standards Description: Building, open space and street design standards that focus on pedestrian-oriented design that enhances the walking environment and increases pedestrian comfort and convenience as well as the safety and security of transit patrons in and around the station area.	☐	☐
10. Implementation Plan Description: A list of measurable actions detailed in plan, and estimated timeline for their implementation, including adoption of new policies, phasing of new infrastructure and public developments, creation of new programs and, identification of near and longer term priorities.	REQUIRED	

Part 7 – MAP OF STATION AREA
Attach a map showing the boundaries of the station area and any other relevant information for land uses, station location etc. Photos of current conditions in the station area are optional.

	Tasks	Project Director	Project Manager	Senior Scientist III	Senior Scientist II	Scientist II	Assoc Manager	Word Processing	Graphics	GIS			
	Billing Title	Technical Director	Senior Enviro Manager III	Senior Scientist III	Sr Scientist II	Scientist II	Assoc Enviro Manager	Sr Word Processor	Word Processor	Sr Scientist I	Hours Per Task	Cost Per Subtask	Cost Per Task
1	**Project Initiation**	2	8	2	2	2	2	2			20	$ 2,790	$ 2,790
2	**Data Collection/Opportunities and Constraints**	2	16	6	6	6	16	2		12	66	$ 8,360	$ 8,360
3	**Plan Alternatives Evaluation and Refinement**	2	16		4		4	1			27	$ 3,920	$ 3,920
4	**Project Description**	2	12				20	4	6		44	$ 5,220	$ 5,220
5	**Complete Administrative Draft Enviro Checklist**	8	40					20	8		76	$ 10,240	$ 10,240
5.1	Land Use						12				12	$ 1,260	
5.2	Housing/Population						8				8	$ 840	
5.3	Urban Design/Visual Quality						12		6		18	$ 1,770	
5.4	Transportation					8					8	$ 840	
5.5	Cultural and Architectural Resources						8				8	$ 840	
5.6	Public Services, Schools, Recreation, and Utilities						12				12	$ 1,260	
5.7	Noise					12					12	$ 1,260	
5.8	Air Quality					12					12	$ 1,260	
5.9	Health and Safety						8				8	$ 840	
5.10	Geology, Soils, and Seismicity			10							10	$ 1,450	
5.11	Hydrology and Water Quality				12						12	$ 1,620	
5.12	Biology						8				8	$ 840	
5.13	Admin Draft and Incroporation of Selected MMs in Specific Plan						8				8	$ 840	
6	**Screencheck IS/Draft MND**	2	8		2	8	8	8	4		40	$ 4,640	$ 4,640
7	**Public Review and Final MND**	2	20		4	12	8	6	2		54	$ 6,840	$ 6,840
8	**MMRP**		4				6	2			12	$ 1,430	$ 1,430
9	**Presentations/Meetings**	24	24								48	$ 8,400	$ 8,400
10	**Project Management**	2	48				8				58	$ 8,670	$ 8,670
	Total Hours	46	196	18	30	60	148	45	26	12	581		
	Hourly Rate	$ 195	$ 155	$ 145	$ 135	$ 105	$ 105	$ 90	$ 85	$ 110			
	Total EIP Labor	$ 8,970	$ 30,380	$ 2,610	$ 4,050	$ 6,300	$ 15,540	$ 4,050	$ 2,210	$ 1,320		$ 75,430	$ 75,430
Subconsultants													
													$ -
Expenses													
	Printing / Materials / Other Direct Costs (ODC)											$ 5,000	
													$ 5,000
Subtotal													$ 80,430
EIP Administration Fee (15% of Subconsultants and ODC)													$ 750
Total Budget													$ 81,180